

**CANTON PARK COMMISSION  
BOARD MINUTES  
MONTHLY MEETING  
SEPTEMBER 9, 2015**

The Canton Board of Park Commissioners met in a regular meeting on September 9, 2015.

Attendees:

Board Members: President - Andrew Black, Vice President – Wuyanbu Zutali, Member – Julie Sparks

Staff Members Present: Park Director – Derek Gordon, Assistant Park Director – Dan Kunz, Office Manager - Theresa Gang,

Community Members: Ward 3 Councilmember – Jim Griffin, John Stone

The meeting was called to order at 4:04pm by President Black.

Meeting minutes from the August 12, 2015 regular Meeting were reviewed by the Commissioners.

Commissioner Black motioned to approve the meeting minutes with an amendment to item #2 under old business reading “would prefer an option that more directly reflects the historical features or individuals in the immediate vicinity of the park” added to the end of the incomplete sentence. Commissioner Zutali seconded. Motion passed unanimously.

**OLD BUSINESS**

1. 2015 Levy Campaign / Park and Recreation Transition Update – Director Gordon presented a copy of the formal notice from the Stark County Board of Elections that the Park levy will be on the November 2015 ballot as Issue #37. The Park and Recreation Offices have also contracted with Maranda Saling as a marketing consultant for the campaign. Director Gordon and Recreation Director Greg Mytinger also met with the Law Department in advance of the Thursday meeting to provide clarification on all of the questions that will need to be answered to complete the merge process if the levy is successful. Director Gordon asked for the Commission to review both documents and provide their feedback. A meeting for both the levy campaign and merger items is scheduled for Thursday, September 10<sup>th</sup> at the Park and Recreation Offices at 4:30pm where all of these items will be covered in greater detail.
2. Park Master Plan Review – Director Gordon presented a copy of the final draft of the Park Master Plan. A lengthy discussion between Director Gordon and the Commission ensued regarding the funding available to implement the plan as well as the implementation timeline. Commissioner Black motioned to approve the plan as written. Commissioner Zutali seconded. Motion passed unanimously.
3. Park Individual Master Plan Scope of Services Review – Director Gordon presented a scope of services from Environmental Design Group (EDG) to the Commission for the development of individual master plans for the priority parks identified in the overall master plan. Director Gordon stated that he is willing to obtain quotes from other consultants to perform this work, but given the quality of product produced by EDG for the master plan, their familiarity with the parks, and the data they already have on Canton Park properties, it is going to be very unlikely that any firm would be able to match or beat EDG’s price or scope of services. The Director had confirmed these opinions with follow up phone calls to the Law Department, Purchasing Department, Ohio Park and Recreation Association, and Stark Parks. Director Gordon also confirmed that these services would not require a Request for Qualifications or bidding process given the proposed cost of \$40,000. The Commission discussed the merits of spending funds on a continued planning process when it is clear that the park funds available to fully implement these plans will not be sufficient. It was determined that in order to receive supplemental funds for implementation of these plans, that most funding agents and grantors require a formal master plan and cost opinion. Commissioner Black motioned to approve the scope of services with EDG for individual master plans of the priority parks listed in the overall master plan at a cost not to exceed \$40,000. Commissioner Zutali seconded. Motion passed unanimously.

## **EVENT REQUESTS**

1. CJRD Fishing Derby – Saturday, May 14<sup>th</sup> – Westbrook Park - Commissioner Black motioned to approve the event. Commissioner Zutali seconded. Motion passed unanimously.
2. Project Rebuild – Mental Toughness Class – Thursday, September 10<sup>th</sup> – Canton Garden Center (Fee Waiver Request) – Director Gordon stated that Project Rebuild has a valid request for a fee waiver for this rental as they have provided volunteer labor for the clean-up efforts following the Monumental 4<sup>th</sup> celebration and is assisting the Parks and the Stark County District Library with the Little Library Program. Commissioner Black motioned to approve the event with a fee waiver. Commissioner Zutali seconded. Motion passed unanimously.
3. Canton Health Department – Stroller Stroll – Wednesday, September 30<sup>th</sup> – Monument Park (Fee Waiver Request) – Director Gordon stated that the Health Department has requested a fee waiver for this event as a fellow City entity that provides in kind services for the parks without charge. Commissioner Black motioned to approve the event with a fee waiver. Commissioner Zutali seconded. Motion passed unanimously.
4. Making Strides Against Breast Cancer – Sunday, October 25<sup>th</sup> – Stadium Park - Commissioner Black motioned to approve the event. Commissioner Zutali seconded. Motion passed unanimously.
5. Canton Kickoff Celebration – September 10<sup>th</sup>–13<sup>th</sup> – Market Square (Picnic Tables Request) – Director Gordon explained that this request is being formally presented retroactively to earlier in the morning when the picnic tables were delivered. The request was not submitted from the Hall of Fame (HOF) Festival to the Park office until late last week. Director Gordon also stated that the HOF Festival had provided a free entry into the parade for the Park and Recreation Kayak float for consideration with this request. President Black stated that he had been made aware of the request and asked the Director to seek approval retroactively. Commissioner Black motioned to approve the event pending that future requests from the HOF festival are made at least 30 days in advance. Commissioner Zutali seconded. Motion passed unanimously.
6. Autism Speaks Walk – October 4<sup>th</sup> – Stadium Park - Commissioner Black motioned to approve the event. Commissioner Zutali seconded. Motion passed unanimously.

## **NEW BUSINESS**

1. Introduction of New Commissioner – Ms. Julie Sparks – Ms. Sparks expressed her appreciation for her appointment to the Commission and her commitment to advancing park and recreation opportunities for the citizens of Canton. Ms. Sparks is filling the remaining term of former Commissioner Drew Pelger which expires on December 31, 2015.
2. Barker Spring House – 2016 Capital Investment Request – Director Gordon presented a rendering to the Commission of a reconstructed design of the Barker Spring House. He requested permission to pursue full design and cost opinions for this project and to allocate funds for the construction in 2016. The preliminary estimates for the project are between \$50,000 and \$75,000 and Director Gordon will be pursuing support from grants, donations, and/or local foundations to assist with the project. The Commission advised Director Gordon to pursue this project and to include an allocation for consideration in the 2016 budget.
3. Administrative Spending Threshold Discussion – Director Gordon recommended that the Commission establish a spending threshold for items that are not approved in the annual budget beginning in 2016. After a thorough discussion, Commissioner Black motioned to establish a spending threshold of \$15,000 for any items that are not established in the annual budget. Commissioner Zutali seconded. Motion passed unanimously.
4. Volunteer Background Check Policy – Director Gordon presented a policy draft which was developed by the Canton Joint Recreation District to establish a background check policy for volunteers. While the policy draft focused on coaches and other volunteers with supervisory responsibilities the Commission asked for an additional month to review the policy to consider other park functions that may require revisions to the draft.
5. Increase of Agreement Value with Canton Joint Recreation District (CJRD) – Director Gordon explained to the Commission that after a full year of sharing office space with the CJRD it has become clear that the projected expenses outlined in the agreement with CJRD are insufficient. The overall expenses that were increased as a result of the park office's arrival to the building have exceeded projections at an estimate of \$3,500 for the remainder of 2015. Director Gordon will include this in the 2016 budget request, but requested a \$3,500 increase in the agreement value with CJRD for 2015. Commissioner Black motioned to approve the \$3,500 increase. Commissioner Zutali seconded. Motion passed unanimously.
6. Meeting Time and Date Discussion – Commissioner Black asked the Commissioners to review their availability over the next few months and provide feedback regarding the time and date of the Commission's standing meetings. He wants to make sure that the meeting times are still conducive to allow for maximum attendance. Commissioner Sparks also stated that the meeting time, dates, and locations must also be considerate to the availability of the general public.

7. Resignation of Commissioner Zutali – Commissioner Zutali regretfully announced his resignation to the Commission due to increased work responsibilities. He stated that he was very proud of the work that has been accomplished within the parks during his tenure but his schedule no longer allows him the time to properly commit to the meetings and obligations of the Commission. Director Gordon and the Commission thanked him for his service and a Sugar Maple tree will be planted at Crenshaw Park in his honor.
8. Recreation Report – Not provided
9. Financial Report – Commissioner Sparks asked for clarification on the format of the financial report which was explained by Director Gordon. Director Gordon stated that the report is a continued work in progress as new financial software was implemented at the beginning of 2015 and there are a variety of reports to select. The report presented is the most useful option available at this time. President Black motioned to approve the report. Commissioner Sparks seconded. Motion passed unanimously.
10. Director's Report – Director Gordon presented his monthly report to the Commission. (See Attached)
11. Executive Session – Commissioner Black motioned to enter into Executive Session at 6:32pm for the purposes of discussing the compensation and employment of a public employee with no action to follow. Commissioner Zutali seconded. Motion carried unanimously. Commissioner Black motioned to exit Executive Session at 7:01pm. Commissioner Zutali seconded. Motion carried unanimously.

Commissioner Black motioned to adjourn at 7:02pm. Commissioner Zutali seconded. Motion passed unanimously. Meeting adjourned.

Next Park Commission Meeting is tentatively scheduled to be held at 4:00pm on October 14<sup>th</sup>, 2015 at the Canton Park and Recreation Offices.

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Andy Black, President

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Derek Gordon, Director